

**Kutztown Community Library  
Board Electronic Meeting Minutes  
May 13, 2021**

**1. Introductions:**

- a. Present: Barbara Coffin, Harry Heffelfinger, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade, Joshua Sprinkle, Mindy Wagaman
- b. Others: Janet Yost (Library Director)
- c. Absent: Linda Foulke, Arabel Elliott (Kutztown Borough Liaison)
- d. Commencement: Ms. Muth, board president, called the meeting to order at 7:01 p.m.**

**1. Approval of the April 2021 Board Electronic Meeting Minutes: A motion was made to approve the minutes of the April meeting. The motion carried.**

**2. Treasurer's Report:** Mr. Heffelfinger

- a. We've received about 47 percent of our income, which is a little over what it should be for four months. We've spent about 11 percent of our collection budget and about 35 percent of our overall budget.
- b. Our endowment fund is up about \$1,200 since November.
- c. Approval of the Treasurer's Report. A motion was made to approve the treasurer's report subject to audit. The motion carried.**

**5. Library Director's and Youth Librarian's Reports:** Ms. Yost

- a. Supplementing her written report, Ms. Yost noted that 30 leaves and one acorn (representing various levels of donations) were added to the Library's Giving Tree.
- b. Passport sales have been picking up.

**6. BCPL Report:** Ms. Wagaman and Ms. Yost are planning to attend next week's meeting.

**7. Municipality Liaison Reports:** Ms. Muth

- a. Albany: (Ms. Foulke and Ms. Muth) No report.
- b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) No report.
- c. Kutztown: (Mr. Shade and Mr. Sprinkle) No report.
- d. Lyons: No report.
- e. Maxatawny: (Ms. Koller and Ms. Wagaman) No report.

**8. Friends Liaison Report:** Ms. Hynes

- a. The April 24 fundraiser at Countryside Farm & Greenhouse was a success, bringing in a total of \$1,000 (\$900 from sales and an additional \$100 donation from the Krauses).
- b. The Friends are planning to offer tours of area churches as a fundraiser.

**9. Committees:** Ms. Muth

**a. Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke**

I. Mr. Heffelfinger reported that the committee has started planning a road ramble covering the western parts of Greenwich and Albany townships.

**b. Property: (Mr. Shade, Mr. Sprinkle)**

I. Mr. Shade reported that Wayne Stump, who repaired the roof and water damage, will be sending a bill for \$1,785. After a brief discussion, it was decided that Ms. Yost would approach Mrs. Helen Briedegam, who previously offered to pay for the repairs, and ask that she pay that bill and suggest that she pay for the recoating of the roof as well.

II. Ken Horning, who will be recoating the roof, was sent a check to pay for the materials. The actual work and the cordoning off of the nearby parking spaces will be scheduled at a later date.

III. We're still waiting to hear from the borough regarding the status of the building's backflow valves.

c. **Personnel: (Ms. Muth)** Ms. Ruhf has sent Ms. Yost's evaluation, which must be signed by the appropriate parties.

d. **Nominations: (Ms. Muth and Ms. Wagaman)** No report.

10. **Old Business:** Ms. Yost reported that no action has been taken on the Membership Agreement with BCPL.

**New Business:**

a. Ms. Yost noted that we can ask the municipalities we serve to release the funds they budgeted for the library for 2021 now rather than wait until later in the year. Mr. Shade offered to draft a letter requesting the budgeted funds.

b. Ms. Yost noted that the new members of our Finance Committee will be covered by the Library's Directors and Officers insurance once they have been formally approved to serve on the committee. **A motion was made to appoint Mary Edwards, Robert Gottlund and Vicky Sokoloff to the Library's Finance Committee. The motion carried.**

c. Mr. Shade asked if the Library's property insurance policy has been reviewed recently. Ms. Yost responded that we've been insured by our current provider, which specializes in insuring libraries, for the past five years or so. Ms. Yost will arrange to have the insurance company's representative meet with her and the Property Committee to review our existing coverage.

12. **Other: Next Board meeting Thursday, June 10, 2021, at 7 p.m.**

13. **Motion to Adjourn: (7:46 p.m.) A motion was made to adjourn. The motion carried.**

**Respectfully submitted by Robert Shade, Secretary**